



**FAQ Number:** 1649

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**Question:** How do I request an extension of my facility's Top-Screen, SVA or SSP filing deadline?

**Answer:**

A request for an extension must be submitted to DHS in writing by USPS or delivery service. DO NOT FAX your extension request to the CSAT Help Desk.

By mail --

C/O Penny J. Anderson  
Director, Infrastructure Security Compliance Division  
Office for Infrastructure Protection  
U. S. Department of Homeland Security  
Mail Stop #0610  
Washington, DC 20528

By delivery service --

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Director, Infrastructure Security Compliance Division  
Office for Infrastructure Protection  
Mail Stop #0610  
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245 Murray Lane, SW, Building 410  
Washington, DC 20528

In the request, please include the facility ID and an explanation for the facility's extension request – including any relevant Chemical-terrorism Vulnerability Information (CVI). Any CVI submitted must be marked, packaged and sent in compliance with CVI requirements. (See 6 CFR § 27.400, available at [www.dhs.gov/chemicalsecurity](http://www.dhs.gov/chemicalsecurity))